

CITY OF ATLANTA, GEORGIA CLASSIFICATION SPECIFICATION

Job Title: Accounting Technician, Senior

Date: 1995

Purpose of Job

The purpose of this job is to provide accurate accounting, clerical and administrative services with general supervision for an assigned department. Duties include, but are not limited to: maintaining logs and records; sorting account information; auditing invoices, purchase orders and vouchers; posting and reconciling ledger accounts; preparing invoices and vouchers; maintaining stockroom inventory; typing correspondences; answering the telephones; screening calls and taking/relaying messages.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Administrative Duties:

Performs generally accepted accounting procedures to audit accounts for purchase orders, invoices and departmental vouchers.

Verifies and reconciles various account information and posts in general ledger accounts then files or prepares documents for storage on microfilm.

Compiles and verifies information within set deadlines as needed to prepare daily, monthly, quarterly and annual financial and activity reports; i.e. monthly expense reports, project findings and surplus reports.

Files reports, vouchers, purchase orders, and prepares documents for permanent storage on microfilm or in bound books.

Posts details of business transactions such as allotments, disbursements, pay and expense vouchers, and checks.

Periodically reviews records to balance accounts and to identify suspense items or delinquent account for further action.

Analyzes, researches, and interprets accounting status to include invoicing and making appropriate adjustments; ensures accountability (audit Trail).

Balances general ledger, accounts payable and/or accounts receivable journal entries.

Updates employee, client, and vendor or contract files using data entry into various computer programs and logbooks.

Types routine correspondence, notices, routine forms and reports, and distributes reports and documents to appropriate personnel via mail, FAX or hand delivery.

Communication:

Dispenses information that is accurate in a timely and professional manner to employees, department managers, vendors, clients and other miscellaneous persons.

Greets visitors; ascertains nature of business; assists and/or directs visitors to appropriate person.

Answers telephone, screens and directs calls and messages, makes photocopies; performs other related duties as directed, maintains office supplies inventory.

Employee Development:

Occasionally trains new employees or student interns how to manage the various duties of the position.

May train summer staff in processing payroll, filing documents, and issuing checks.

Quality Assurance:

Ensures that all requests and inquiries are handled efficiently, timely and with accurate information.

Corrects errors and verifies account information for funds, billing and monthly expenses, purchase orders, vouchers and adjustments entered by self or other departments.

Examines and reviews vendor's applications, and ensures that information is corrected and application form is completed.

Productivity and Accountability:

Compiles information to assist department with producing timely reports according to deadlines.

Reconciles and posts accurate information to all accounts on time.

Record Keeping and Documentation:

Calculates monthly expenses and posts additions and changes to ledger accounts.

Prepares and updates daily activity log, vendor maintenance report and/or audit report.

Marginal Job Functions

Performs other related duties as required.

Knowledge of Job

Has considerable knowledge of financial and accounting practices, policies and procedures as necessary in the completion of daily responsibilities. Is able to develop and administer procedures, plans and activities and to monitor performance of subordinates against measured established goals. Knows how to develop and administer operations and staff plans and objectives for expediency and effectiveness. Has considerable knowledge of all applicable policies, standards and regulations pertaining to the specific duties and responsibilities of the job. Has the ability to keep abreast of any changes in policy, methods and operations. Is able to effectively communicate and interact with subordinates, management, employees and members of the general public. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Have good organizational, supervisory, human relations, and technical skills. Is able to use independent judgement and discretion in supervising subordinates including setting priorities, maintaining standards, and resolving problems. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has the mathematical ability to handle required calculations. Is knowledgeable and skilled in the use of computers. Is able to read, understand, and interpret financial reports and related materials.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED required; three years of clerical accounting or budget experience; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of job-related machines and/or Office Equipment. Must be able to move or carry job-related objects or materials. Physical demand requirements are at levels of those for sedentary or office environment work.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural, compositional or identifiable characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability to communicate with people to convey or exchange professional information.

LANGUAGE ABILITY: Requires the ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures. May require the ability to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to communicate with and before others using correct English.

INTELLIGENCE: Requires the ability to learn and understand subject matter principles and techniques; to make independent judgments in absence of supervision within the scope of respective job duties and tasks; to acquire and be able to expound on knowledge of topics related to primary occupation.

NUMERICAL APTITUDE: May require the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret same as may be appropriate.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape.

MOTOR COORDINATION: Requires the ability to utilize job related equipment in the course of accomplishing job duties and tasks associated with respective primary duties.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to interact with people (i.e. staff, supervisors, general public and elected officials) beyond giving the receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.